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	Process Owner Academic Program Manager		Approval Authority Academic Director

1. Purpose & Scope

The purpose is to define the process for reviewing and revising curriculum of NSHS Training Courses.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) ISO 9001, Quality Management Standard, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) Curriculum Development Guide: Technical Education and Training, BUMED 1996, e) Curriculum Development Guide: Non-Technical Education and Training (Draft), BUMED 1998.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **POA&M:** Plan of Action and Milestones – document with completion timetable.
- 3.2 **Instructional System Specialist (ISS):** Educational coordinator for curriculum development, revision and review and point of contact for command educational issues.
- 3.3 **Training Requirements Inventory (TRI):** A list of cognitive, affective, skills, and task elements that must be addressed in training.
- 3.4 **SME:** Subject Matter Expert.
- 3.5 **Program Manager:** Central point of contact for all issues regarding training for a specific specialty or function. During the curriculum review, the Program Manager coordinates efforts to validate the TRI and reviews curriculum once it is submitted for approval.

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Academic Program Manager	OA5 (Process Owner)	CDR D. Sherrock	Director of Academics	OA (Approval Authority)	CDR L. Hearin
Instructional Systems Specialist	OA5B	J. Dickens			

5. Summary of Changes

Version	Description	Date
01	Initial issue of process	20 APR 01

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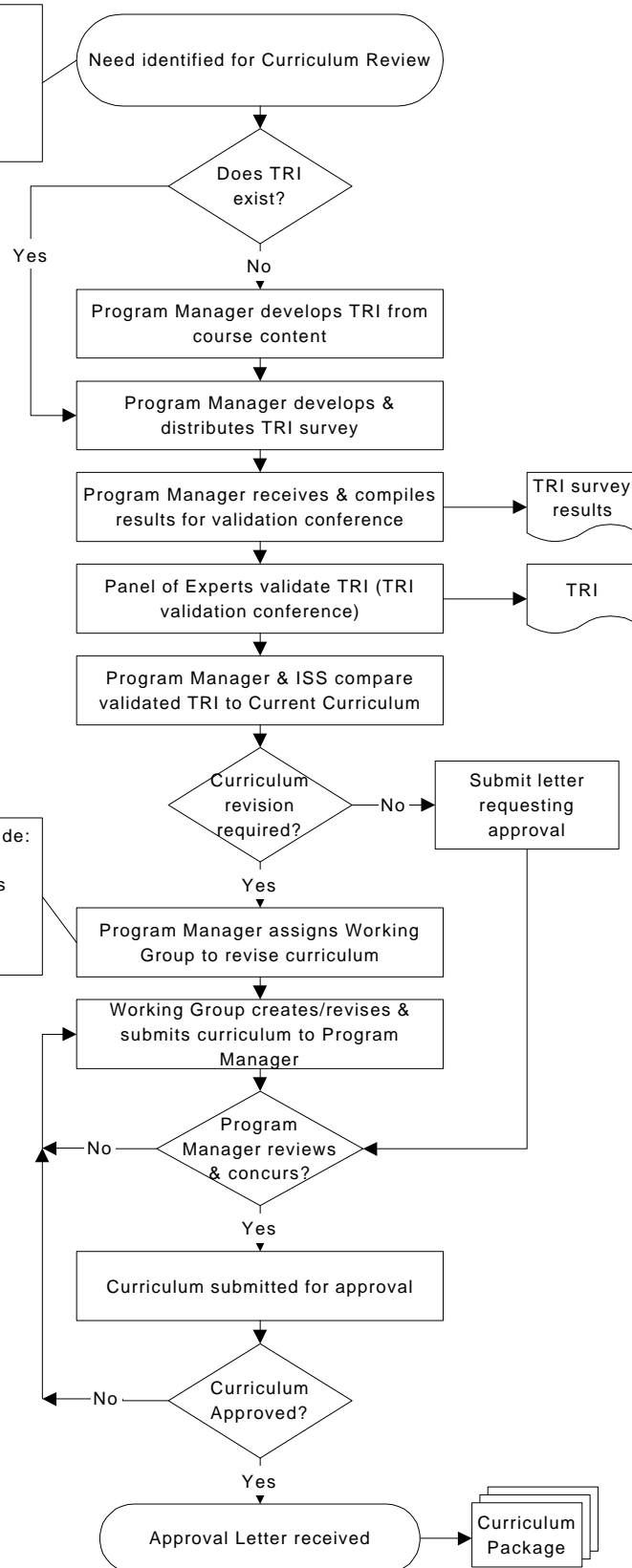
6. Process Flowchart

Need may be identified by:

- Schedule
- Technology/new requirements
- BUMED
- Instructions
- Customer/feedback

Working Group may include:

- Instructors
- Course Coordinators
- Comptroller
- ISS
- SME



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Curriculum Package	Academic Program Manager	Binder	By Course Name	Until revised	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A